

EURL-AMR Antimicrobial Susceptibility Testing (AST) Proficiency Test (PT):

Webtool Guide for Access and Data Submission

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1. Browser Requirements

The webtool supports **Google Chrome** (version 44.0 or later) and **Mozilla Firefox** (version 39.0 or later). For optimal performance and security, use the latest available version of your browser.

2. Username and Password

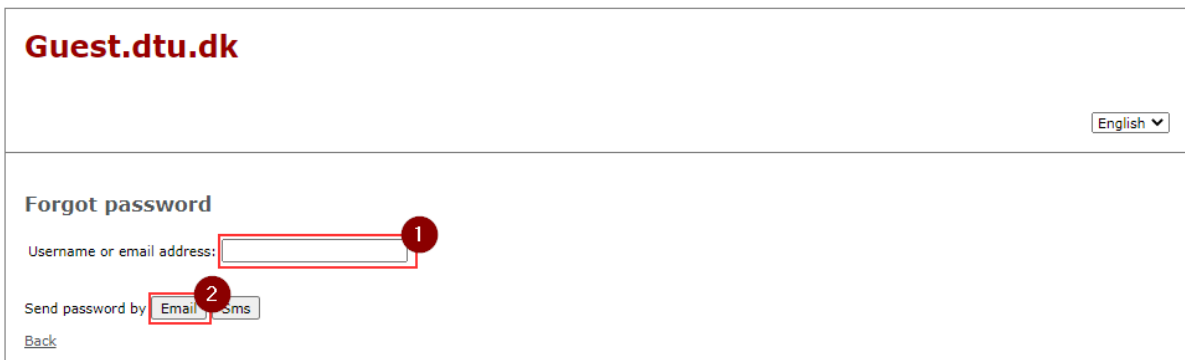
You will receive an email with the subject line “IMPORTANT: Login Information for the EURL-AMR AST PT Results Submission Webtool,” which contains your personal username for accessing the webtool.

If you have previously accessed the webtool and already have a password, please go directly to section 3: ‘*Accessing the Webtool*’

2.1. Creating your Password Before First Login

Go to <https://quest.dtu.dk/Sites/GuestLogin/RetrievePassword.aspx>

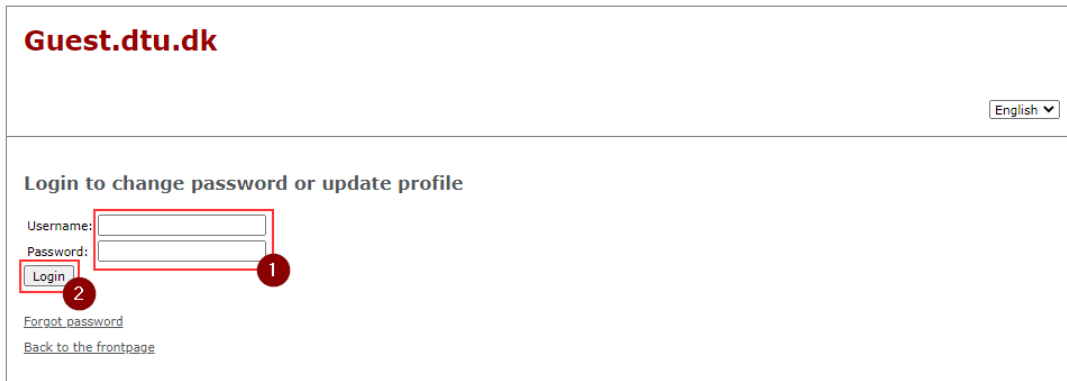
1. Enter your **Username** or the **Email** associated with your profile.
2. Click **Email**. An email will then be sent to the email address associated with your profile shortly.



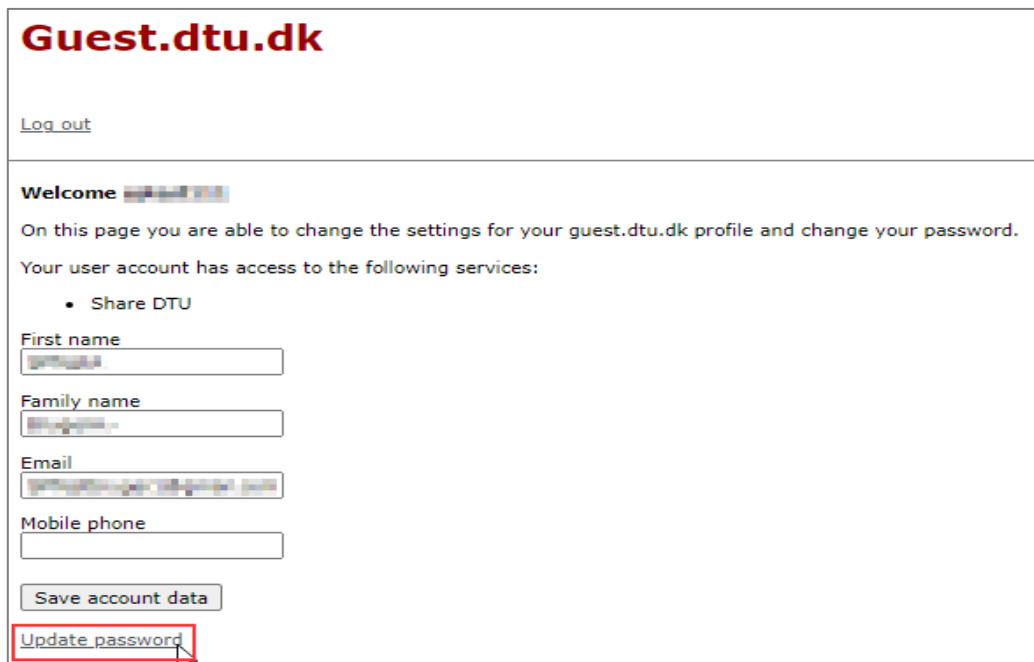
2.2. Changing your Password After Login

Go to <https://quest.dtu.dk/Sites/GuestLogin/Default.aspx>

1. Enter your **Username** and **Password**
2. Click on **Login**



Once logged in, click on **Update password**:



1. Under (Update password) fill out the field for your news password according to the password requirement described.
2. Write the same password again in the (repeat) field so that the texts in the two fields match.
3. Click on the (Update password) button to save the password change.

Update password

You should use this function to order a password for your DTU account. This can also be used to re-order a password if you have forgotten the one you have previously ordered. Choose a password in accordance with the password regulations below. Type your new password in the two boxes below and then click on the box 'order password'. You will now receive a confirmation that your new password has been approved. Please note that your username will also appear on the confirmation. If you have any problems with ordering a new password, please contact CampusNet support on help@campusnet.dtu.dk or by phoning +45 45 25 7443

New password: **1**

New password (repeat): **2**

Your new password must comply to the following rules:

- It must contain at least 6 characters among at least three of the following four categories: lowercase letters ('a' to 'z'), uppercase letters ('A' to 'Z'), digits ('0' to '9') and special characters (see below).
- Avoid using your first name, last name or user ID as part of your password as this will cause problems logging in on some systems and services on DTU, particularly Windows services.
- Use only the special-characters: {',', '-', '_', '+', '!', '?', '='}

DTU needs your help to improve the Information Security.

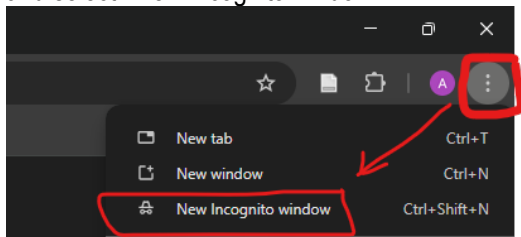
- You should never give your password to anyone.
- The password is strictly private and for your personal use only.
- Treat it like the pin code for your credit card that neither your boss, your colleagues nor the IT department should know.
- DTU will never ask you to give us your password.

3

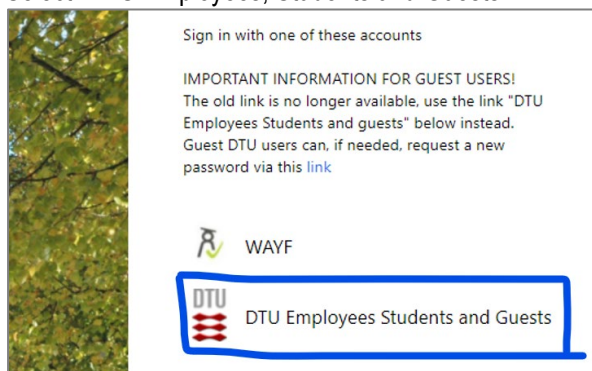
It can take up to 15 minutes before the password changes is in the system.

3. Accessing the Webtool

- Open an browser window (see browser requirements in section 1). Click on the three dots in the top right corner and select: 'New incognito window'.



- In the incognito window, navigate to <https://amr-egas.dtu.dk>
- Select "DTU Employees, Students and Guests"



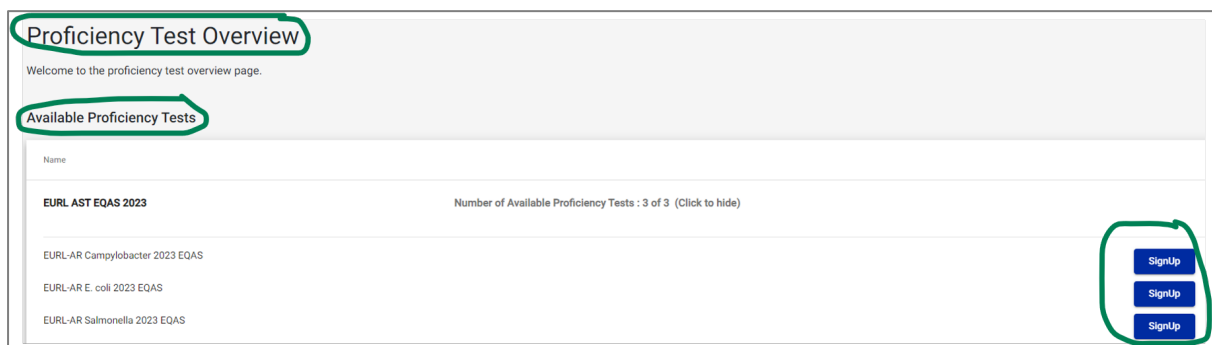
- Log in using the **username** and **password** (see section 2).

- After login, you will arrive at the *Proficiency Test Overview* page.

4. Signing Up for a Proficiency Test

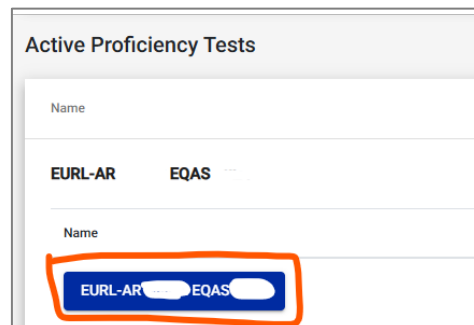
In the *Proficiency Test Overview* page Under “**Available proficiency tests**”, select the PT you wish to join by clicking the blue “**SignUp**” button.

Each PT relates to one microorganism (*E. coli*, *Enterococcus*, *Staphylococcus*, *Salmonella* or *Campylobacter*) or to the selective isolation and antimicrobial susceptibility testing (AST) of *E. coli* isolates from samples of meat and caecal content (Matrix PT).



5. Navigating the Webtool

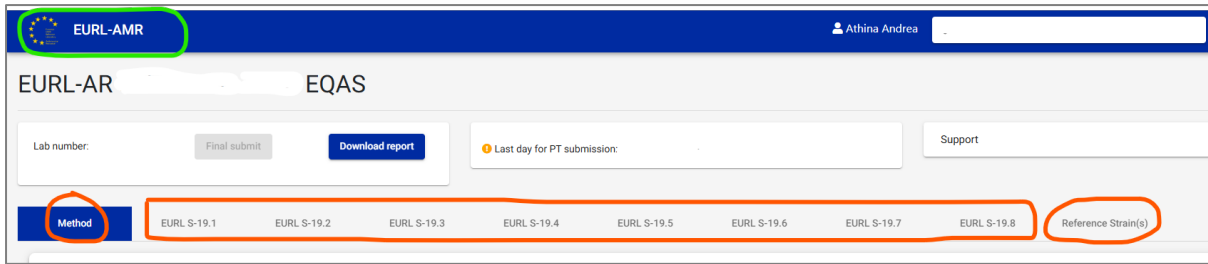
Go to a specific Proficiency Test by clicking on the name of the PT under ‘**Active Proficiency Tests**’.



Use the tab structure to move between sections:

- Method
- Test Strains
- Reference Strains.

You may return to the overview page at any time by clicking the **EURL-AMR logo** on the top of the page.



5.1. Entering Method Information

- In the Method tab, provide all required information regarding your testing procedures.

5.2. Entering Antimicrobial Susceptibility Testing (AST) Results for Test Strains

- Within a specific Proficiency Test, click the relevant tab for the test strain for which you wish to submit AST data for.
- For *Campylobacter* and *Enterococcus*, select the appropriate species (*C. coli* or *C. jejuni* and *E. faecium* or *E. faecalis* respectively) before entering MICs.
- For the test strains or samples select operator, type the MIC-value and select interpretation (R; S; NA):
 - ⇒ **R:** Resistant (considering the breakpoint indicated in the PT protocol)
 - ⇒ **S:** Susceptible (considering the breakpoint indicated in the PT protocol)
 - ⇒ **NA:** Not applicable (may be used only when a MIC is obtained but there is no ECOFF for interpretation)
 - ⇒ Leave the field blank if you have no result for the given antimicrobial/test strain combination (this option should be used if you for example did not test for an antimicrobial).
 - ⇒ For the combination drugs, cefotaxime-clavulanic acid (F/C) and ceftazidime-clavulanic acid (T/C), type only the concentration of cefotaxime and ceftazidime, respectively.
 - ⇒ Add a comment if needed.
- For *E. coli* and *Salmonella* – indicate if panel 2 is required. Click on ‘Yes’ if testing of panel 2 is required based on results from panel 1. This allows you to select the relevant ESBL/AmpC/carbapenemase categorization:

Based on the results from panel 1, testing of panel 2 is required

Yes

No

Interpretation of PANEL 2 results

Please select the relevant ESBL categorization *

This field is required

- ESBL-phenotype
- AmpC-phenotype
- ESBL+AmpC-phenotype
- Carbapenemase-phenotype
- Other phenotypes
- Susceptible (to panel 2 antimicrobials)

5.3. Entering AST Results for Reference Strain(s)

- Go to the Reference Strain tab and select the reference stain for which you wish to submit AST data for.
- Select operator and add MIC value for each antimicrobial compound. For some of the organisms, you will find the possibility of submitting MIC-values for more than one reference strain, i.e. ATCC reference strains as well as the EURL-AR QC strain (*Acinetobacter baumannii* 2012-70-100-69 and *C. coli* 215-QC-ETP).

Method	EURL EC-18.1	EURL EC-18.2	EURL EC-18.3	EURL EC-18.4	EURL EC-18.5	EURL EC-18.6	EURL EC-18.7	EURL EC-18.8	Reference Strain(s)
Escherichia coli ATCC25922	A. baumannii 2012-70-100-69								

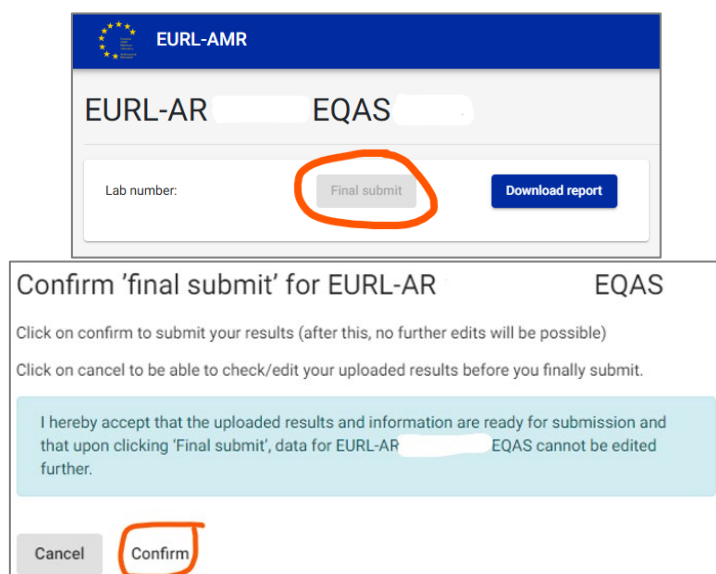
6. Saving and Reviewing Data

- Data is saved automatically when you click on the next tab. Also, there is a save button on each page that enables you to actively save your entered data.
- Until deadline and before you have finally submitted your results, the database allows you to return to any testform and revise values.
- On the Proficiency Test Overview page as well as in the Test overview page, click 'Download report' to see the overview of your submitted results.

Active Proficiency Tests					
Name					
EURL-AR	EQAS	Number of Active Proficiency Tests : 1 of 1 (Click to hide)			
Name	Reporting period start	Deadline	Submitted	Score Released	
EURL-AR EQAS	Saturday, January 11,	Thursday, March	Yes		Download report

7. Final Submission of Results

- For each PT, the data are submitted in one go (note, in this context we relate to one organism, i.e. *E. coli*, *Enterococcus*, *Staphylococcus*, *Salmonella* or *Campylobacter* or to the selective isolation and AST of *E. coli* isolates from samples of meat and caecal content (Matrix PT)).
- Ensure all required fields are completed for:
 - Method
 - All eight test strains/samples
 - Reference strains
- Submit all data in one action using “Final Submit” followed by “Confirm”.



The screenshot shows the EURL-AMR webtool interface. At the top, there is a blue header with the EURL-AMR logo and the text 'EURL-AMR'. Below this, there are two dropdown menus for 'EURL-AR' and 'EQAS'. A 'Lab number:' field is visible. A 'Final submit' button is circled in orange. To its right is a 'Download report' button. Below the main interface is a confirmation dialog box titled 'Confirm 'final submit' for EURL-AR EQAS'. It contains the following text: 'Click on confirm to submit your results (after this, no further edits will be possible)' and 'Click on cancel to be able to check/edit your uploaded results before you finally submit.' A light blue box contains the text: 'I hereby accept that the uploaded results and information are ready for submission and that upon clicking 'Final submit', data for EURL-AR EQAS cannot be edited further.' At the bottom of the dialog, there are two buttons: 'Cancel' and 'Confirm', with the 'Confirm' button circled in orange.

- IMPORTANT! You will **NOT** be able to edit your data after final submission.
- Upon final submission, the primary and secondary contact person of the laboratory will receive an e-mail confirming the submission.
- At the *Proficiency Test Overview* page the submission status of your Proficiency Test will now be **Yes**

Submitted	Score Released
No	No
No	No
Yes	No

8. Support and Troubleshooting

In the webtool at the top right corner of all pages, unfold the support tab to find the protocol of the PT and the present webtool manual for easy access



For any technical issues please contact the PT coordinator:

- EURL-AMR AST PT: Susanne Karlslose Pedersen suska@food.dtu.dk
- EURL-AMR Matrix PT: Jette Kjeldgaard jetk@food.dtu.dk